Assignment Name: Prepare a Bank statement for a Month.docx

Trainee ID : 14

Assignment Topic: MS EXCEL

1. Perform the following task:

**Conditions:**

If credit and debit is blank or zero balance = previous balance

If there is any Debit and Credit then Balance = (balance- debit+ credit)

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| --- | --- | --- | --- | --- | --- |
| **Date** | **Description** | **Cheque No** | **Debit** | **Credit** | **Balance** |
|  | **Opening Balance** |  |  |  | **20,000.00** |
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